

CHAPTER 12

OFFICER SERVICE RECORDS

In this chapter we discuss officer service records. Both local records and the records kept at the Chief of Naval Personnel (CHNAVPERS) are covered. As a Yeoman, no matter where you are assigned, there is a good possibility that you will be required to work with officer service records.

CREATION, MAINTENANCE, AND USE OF OFFICER SERVICE RECORDS

There are two personnel records maintained for each officer of the Navy and the Naval Reserve. The permanent record is maintained by the CHNAVPERS in microfiche format. The NAVPERS 1070/66, U.S. Navy Officer Service Record (folder) is maintained in paper format by the member's current duty station.

The activity that delivers the officer appointment will create (open) the officer service record when a person accepts a commission in the Regular Navy or Naval Reserve.

Upon application and acceptance of appointment to commissioned status, the officer's commissioning and other service record documents listed in the *Naval Military Personnel Manual* (NAVMILPERSMAN), NAVPERS 15560, are sent to CHNAVPERS via Commander, Navy Recruiting Command (COMNAVCRUITCOM). The contents of each document and the officer's records should be verified. Securely fasten the documents in a single complete group for each officer.

OFFICER MICROFICHE RECORD

The permanent (microfiche) officer record is maintained in the Bureau of Naval Personnel (BUPERS). It is the property of the government and not of the officer concerned. This official record contains any document that bears or reflects on the character, performance, professional qualifications, and fitness of the officer. The record is reviewed when any change in the officer's status is contemplated, such as assignment to duty, special details, examination for promotion, trial by general court-martial, or disciplinary action by CHNAVPERS. It is of particular importance in selection for promotion.

All officer records held in BUPERS are converted to microfiche format. An officer record consists of up to six categories that contain the following types of documents:

- Fiche No. 1-Fitness and Awards
 1. Not used
 2. Latest photograph
 3. Fitness reports and attachments
 4. Medals, awards, and citations
- Fiche No. 2-Professional History
 1. Educational data
 2. Qualifications data
 3. Appointments, promotions
 4. Reserve status
 5. Service determination, separation, retirement, casualty, death
 6. Miscellaneous professional history data

- Fiche No. 3–Personal Data
 1. Security investigations, clearances, personal history statement
 2. Record of emergency data
 3. Record changes
 4. Personal background data
 5. Reports of physical examination
 6. Miscellaneous personal data
- Fiche No. 4–Orders
 1. New appointment, first duty
 2. Inactive duty/active duty training
 3. Recall
 4. Separation
- Fiche No. 5–Privileged Information
 1. Adverse information
 2. Statements of the officer in reply to adverse matter
 3. Extracts from the findings and recommendations of courts and boards concerning the officer
 4. Other information of a highly personal nature
- Fiche No. 6–Enlisted Record
 1. Prepared only for officers who have served as enlisted members for 2 or more years and whose officer record was established during the initial conversion process from flat paper to microfiche format.
 2. A fiche number 6 was not prepared during the conversion process for temporary officers who held concurrent enlisted status. In these cases, an enlisted microfiche record was prepared and filed with the officer's microfiche record.

Access to the record of an officer is normally limited to the officer concerned, an agent or a representative of the officer specifically authorized in writing,

CHNAVPERS, personnel who are required to review military service records in the performance of their official duties, boards convened by the Department of the Navy, courts-martial, and as directed by a court order signed by a judge.

Any information that is rightfully placed in the official record of an officer may not be removed except by special authorization of SECNAV. Once submitted to CHNAVPERS, an official document becomes the property of the Navy Department and is not subject to change. A document may be amended or supplemented by correspondence forwarded via official channels. In such cases, the forwarding correspondence must be made a part of the document being amended or supplemented.

OFFICER SERVICE RECORD

The Officer Service Record, NAVPERS 1070/66, is a file folder bearing the full name and social security number of the individual officer.

The purpose of the officer service record is to provide a local ready file of documents from which information required to properly assign and administer the officer may be obtained.

STANDARD FILING SEQUENCE

When documents are submitted or received on behalf of an officer, they are filed in the service record on the side and in sequence indicated below. Not all of the documents listed apply to all officers. Normally only the current copy of each document is filed. In the list below, a T identifies documents to be removed from the field service record and returned to the officer upon permanent change of station transfer.

RIGHT SIDE: File in sequence with the item designated with the letter *a* on top.

a. NAVPERS 1070/613, Administrative Remarks.

b. NAVPERS 1070/605, History of Assignments

c. NAVPERS 1301/51, Officer Data Card

d. NAVPERS 1070/125, Limited Duty/Warrant Officer History Card

e. NAVRES 1301/4, Officer Qualification Questionnaire

f. NAVPERS 1210/5, Officer Qualifications Questionnaire

g. NAVCOMPT 3072, Dependency Status Action

h. SGLV-8286, Servicemen's Group Life Insurance Election and Certificate

i. DD 1172, Application for Uniformed Services Identification Card/DEERS Enrollment (current copy only)

j. NAVPERS 1070/602, Dependency Application/Record of Emergency Data

k. NAVPERS 1070/10, Officer Photograph Submission Sheet

l. DD 214, Certificate of Release or Discharge from Active Duty (ALL)

m. NAVPERS 1200/1, Ready Reserve Transfer Request/Service Agreement

n. NAVPERS 1421/7, Delivery of Temporary/Permanent Appointment (present grade)

o. NAVPERS 1000/22, Acceptance and Oath of Office (ALL)

p. NAVCRUIT 1000/20, Officer Appointment, Acceptance and Oath of Office (ALL)

q. NAVPERS 1070/74, Officer's Report of Home of Record and Place from Which Ordered to a Tour of Active Duty

LEFT SIDE: File in sequence with the item designated with the letter *a* on top.

a. NAVPERS 5510/1, Record Identifier for Personnel Reliability Program

b. OPNAV 5211/9, Record of Disclosure, Privacy Act of 1974

c. NAVPERS 5510/3, Personnel Reliability Program Screening and Evaluation Record

d. OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access

e. (T) Official correspondence from current command (e.g., Letters of Appreciation and Commendation, temporary designation letters)

f. Current PCD orders and all endorsements

g. NAVRES 1321/1, Officer Application/Orders for Inactive Duty Training, or

h. NAVRES 1321/2, Inactive Duty Training Orders: Termination/Cancellation Modification

i. (T) Certificates from Navy schools, training, and correspondence courses

j. Personal and Unit Award Citations

k. Letters of permanent warfare designation, significant qualifications, special duty assignments, and incentive pay

l. OPNAV 5350/1, Drug and Alcohol Abuse Statement of Understanding

m. DD 2366, Montgomery GI Bill (MGIB) Act of 1984

n. OPNAV 1780/1, Statement of Understanding-Selected Reserve Educational Assistance Program

o. DD 2384, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility

p. DD 398-2. Personnel Security Questionnaire (National Agency Checklist), or

q. DD 1879, Request for Personnel Security Investigation (PSI) (if PSI pending)

r. DD 398, Personnel Security Questionnaire (BI/SBI)

s. NAVPERS 1070/877, Statement of Service

t. NRPC 1820/6, Notification of Eligibility for Retired Pay at Age 60

u. NAVCRUIT Forms, Officer Program Statement/Service Agreement

v. DD 1934, Geneva Conventions Identification Card for Medical and Religious Personnel who Serve in or Accompany the Armed Forces (may be placed in envelope and stapled to inside, left cover)

CONTROL OF OFFICER SERVICE RECORD

The service record of an active duty officer is maintained by the Personnel Support Detachment (PERSUPPDET) serving the activity to which the individual is attached. All actions concerning an officer service record are handled at the PERSUPPDET, (e.g., opening and/or closing a record, transferring and disposition of officer service records, filing and checking out an officer service record). When on sea duty, the record is usually maintained by the captain's office.

For Retired and Reserve officers not participating in a Reserve program, their records are maintained by the Commanding Officer, Naval Reserve Personnel Center. Records of participating reservists are maintained by the appropriate readiness commander.

SUMMARY

The information in this chapter was intended to provide you with a overview of the officer service record. Although it has covered the most important and most frequently occurring documents, there are other documents you may encounter. For additional information beyond the scope of this chapter, refer to the MILPERSMAN.